



OKLAHOMA CHRISTIAN UNIVERSITY

Application for Adjunct Faculty Position

Oklahoma Christian University complies with all laws regarding nondiscrimination in employment, including those with respect to race, color, age, gender, national origin, marital status, military service, and disability. As a religious educational institution the University is permitted by law to consider religious beliefs and practices in making employment decisions and the University does so to achieve its mission.

Date: _____ Social Security Number: _____ Driver's License Number: _____

Name: _____ Dr. Mr. Ms. Mrs.
Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____ Work Phone: _____

E-mail Address: _____

Spouse Name: _____ Do you smoke? Yes No Do you use illegal drugs? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No

If yes, please provide details on a separate page.

Are you a United States Citizen? Yes No

If no, are you currently authorized to work in the United States on a full time basis for any employer? Yes No

If yes, will you require now or in the future employment visa sponsorship? Yes No

If no, what is your current immigration status? _____

Because of the religious tenets held by Oklahoma Christian University and its governing Board, it is necessary that we obtain the following information:

Church Membership: Church of Christ Other _____

Specific Name and Address of Home Congregation: _____

Education

List all degrees and granting institutions. We must have official transcripts on file before we contract with you to teach.

Degree	Institution	Date

Teaching Experience

List all teaching experience. Please include subject, date and institution.

Date	Course Name	Institution

Add additional experience on separate sheet if required.

Availability

Please check choices of availability:

Semester/Day	Priority	Time
Fall	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Spring	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Summer	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Monday	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Tuesday	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Wednesday	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Thursday	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Friday	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Online	<input type="checkbox"/> Preferred <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	

Employment Data

Were you previously employed by Oklahoma Christian University? Yes No

If yes, when and in what capacity? _____

Do you have any relatives employed by Oklahoma Christian University? Yes No

If yes, name and relationship. _____

List below your employment history beginning with you most recent position. You may refer to resume or CV. Please fill in blanks for any items not listed on the resume or CV.

1. Employer _____ Dates employed: from _____ to _____

Address _____ Salary _____

Job Title _____ Work Performed _____

Supervisor _____ Supervisor Phone _____

Reason for leaving _____

2. Employer _____ Dates employed: from _____ to _____

Address _____ Salary _____

Job Title _____ Work Performed _____

Supervisor _____ Supervisor Phone _____

Reason for leaving _____

3. Employer _____ Dates employed: from _____ to _____

Address _____ Salary _____

Job Title _____ Work Performed _____

Supervisor _____ Supervisor Phone _____

Reason for leaving _____

References

List three persons who are **not** related to you and who have knowledge of your qualifications.

1. Name _____ Years Known _____

Address _____

Phone Number _____ E-mail _____

Business/Occupation _____

2. Name _____ Years Known _____

Address _____

Phone Number _____ E-mail _____

Business/Occupation _____

3. Name _____ Years Known _____
Address _____
Phone Number _____ E-mail _____
Business/Occupation _____

Attachments

- Resume or CV Copy of Transcripts
 Philosophy of Teaching
-

Applicant Agreement *Read carefully before signing.*

I certify that the statements or information furnished by me in this application are true and correct. I understand that any false answers or information given in this application or any supplement thereto, or the omission of pertinent information may result in withdrawal of any employment offer, or if hired, immediate dismissal. I also understand that any offer of employment or employment is conditioned on a satisfactory background check.

I hereby authorize Oklahoma Christian University to make a thorough investigation of my employment record and references, authority to request a college transcript, a credit report, criminal conviction report, liens, driving history, and other public records for employment purposes. I hereby release Oklahoma Christian University and all persons, companies or corporations supplying such information from liability or responsibility in connection with such investigation.

I understand that nothing contained in this application or in the granting of an interview is intended to create any agreement between Oklahoma Christian University and myself for either employment or the provision of any benefit. I understand that my employment, if employed, can be terminated, with or without cause, at any time by the university or myself.

Signature

Date